

TIGARD PUBLIC LIBRARY
Exhibit/Display Application
13500 SW Hall Blvd.
Tigard, Oregon 97223
503-684-6537



Today's Date: _____ Month and Year Applying for: _____

■ *Please fill in all blanks and return to the Main Reference Desk, 2nd Floor*

Describe what will be displayed. Include # of items, medium, theme or content: _____

Date to be Installed: _____ Removal Date: _____

Exhibits are displayed for one month. Library exhibits may be displayed for longer periods.

Location of Display:

____ Display Cases - Lobby (lighted) ____ Display Case - Children's Room
____ Display Cases - Local History Room ____ Display Case - Houghton Room (lighted)
____ Walls - Puett Room Bulletin Boards

For free standing displays (in-house and outside) contact Library administration.

Contact Name: _____

Contact Address: _____

Home Phone: _____ Work Phone: _____ E-Mail Address _____

Who will be responsible for set up and take down of display? _____

Home Phone: _____ Work Phone: _____ E-Mail Address _____

Have you filled out the Exhibit Display Agreement? Yes _____ No _____

Price tags or posting of price lists is not permitted

FOR STAFF USE ONLY: Approved by: _____ Date Approved: _____

After completing this form, notify the following individuals and locations:

____ Cityscape Editors ____ Local Newspapers ____ Web page (City & WCCLS)
____ E-mail notification to staff ____ Readers Services Division Manager